

Job Title:	Zoo Maintenance Tech
Job Description Number:	416
Department/Division:	Parks & Recreation/Zoo
Exemption Status:	Nonexempt
Pay Grade:	208
Immediate Supervisor:	Zoo Maintenance Supervisor
Normal Work Schedule:	8 hours/day; 5 days/week

Brief Description of the Job:

Assist the Crew Supervisor and guarantee proper day-to-day operations of the Greenville Zoo. This is accomplished by am/pm safety checks in public side areas. Pick up any observed trash. Inform supervisor of any noticed issues. Obtain work order requests and complete as assigned. Building upkeep both public and service areas. Exhibit area repairs when needed. Occasional restroom cleaning and trash can pick-up.

Essential Functions:

Building construction or remodel (20%): Receive plans, make material list, and acquire materials. Build necessary walls, doorways, windows to code and building standards. Run electrical when needed and the same with plumbing. Install sheetrock and mud in walls for paint. Trim out all areas needed and caulk for paint. Paint or stain finished project.

Replacement and Repairs (20%): Replace or repair broken equipment, tools, fences, water lines, as necessary.

Create a positive Visitor Experience (20%) Maintain clean walkways and restroom facilities; stocked and properly functioning restrooms, and clean picnic areas, visitors will have a more favorable impression of their experience.
Other duties and responsibilities as assigned.

Exhibit Design and Construction (10%): Make working sketches of design then acquire necessary materials. If necessary, install support materials and fabricate all needed cross meters or wire supports. Run cage wire and check for inclusions or escape issues. Check for both keeper and public safety.

Event setup and breakdown (10%): Set up of needed tents, tables, and chairs. Run power cords when needed. Setup decorations and assorted booths or stands. Take down all above listed at end of event.

Steel Fabrication (10%): Receive request for repair or replacement of needed part. Acquire necessary materials for setup and welding. Drill for installation or support materials. Cleanup all parts for safety issues. Paint final product and install where needed.

Landscaping (10%): Cut grass and trim needed areas. Trim bushes and shrubs. Remove dead or dangerous limbs. Mulch areas where needed. Check all areas for public safety or viewing and remove or repair issues.

Physical Demands

Overall Strength Demands: Heavy strength demands include exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.

Physical Demands: Continuously requires standing, fine dexterity, walking, carrying, and using hearing. Frequently requires lifting, reaching, kneeling, pushing/pulling, climbing, using vision, balancing, bending, crouching, and talking. Occasionally requires handling, crawling, using foot controls and twisting. Rarely requires sitting.

Machines, Tools, Equipment, and Work Aids: All hand tools including saws, drill press, welding machine, screw guns, nail guns, grinders, chain saws, bobcat, gas augers, gas trimmers, grass, and bush, mowers, ladders, and shovels.

Computer Equipment and Software: Desktop computer.

Working Conditions

Overall Working Conditions: Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards.

Environmental Factors: Daily exposure to extreme temperatures and wetness and/or humidity. Weekly exposure to respiratory hazards, noise and vibration, and physical hazards.

Health and Safety: Constant exposure to mechanical hazards. Frequent exposure to chemical hazards. Occasional exposure to electrical hazards and fire hazards. Rare exposure to communicable diseases.

Primary Work Location: Shop and Outdoors (Zoo grounds).

Protective Equipment Required: Safety glasses, gloves (rubber and others), ear protection, hard hat, chaps, climbing harness, respirators, welding helmets and apparel, ladders, and stands. Designated PPEs for specific areas and activities within the zoo.

Non-Physical Demands

Frequently requires performing multiple tasks simultaneously, working closely with others as part of a team, and tedious or exacting work. Occasionally requires time pressures, emergency situations, frequent change of tasks, and noisy/distracting environment. Rarely requires irregular schedule/overtime.

Job Requirements

Formal Education: High school diploma plus six months to one year of advanced study or training in construction or horticulture is required.

Experience: Over two years of experience in construction trade is required.

Driver's License Required: Class D South Carolina Driver's license.

Certifications and Other Requirements: CPR and AED Certifications.

Job Demands

Reading: Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

Math: Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Writing: Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

Human Collaboration Skills: Work may require providing basic information to others outside direct reporting relationships on procedures or general policies. Contact may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas. Work has a moderate impact on the organization. External contacts include Zoo guests and vendors for supplies. Internal contacts include Parks and Recreation for equipment repair, projects, etc., Public Works for projects/maintenance within the zoo and all zoo staff for maintenance, repairs, or construction of equipment or facilities.

Management and Supervision: Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Technical Skill: Basic skill: Work requires the use of standard technical skills appropriate to the work environment of the organization. Advanced application: Work affects accuracy of multiple projects.

Freedom to Act and Impact of Action

Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion. **Moderate impact of action:** Moderate benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.